

Chapter Officers and Board Resources Chapter Service Center

Chapter Business Center

Manuals:

Governance, Committees and Strategic Planning – Responsibilities of the chapter board, officer position description, committee meetings and agenda, strategic planning session

Treasurer – Role and responsibilities of a treasurer and the financial obligations of the chapter

Sponsorship - Provides guiding principles for integrating a sponsorship program into a chapter's existing business strategy

Local Program Councils – Provides information and description of local program councils and suggested issues to consider in setting up councils.

Chapter Dashboard Report - Tracks chapter activity by providing information on the Corporate Performance Objectives that tracks membership and advancement, which are strategic categories for ACHE and tracks activity for the ACHE Chapter Management and Awards Program.

Chapter President Checklist - Lists the reports and information the chapter must submit to ACHE on a quarterly or annual basis. It also indicates the specific reports that are required for eligibility for Chapter Management Awards.

Statements of Financial Position and Activities – A form that chapters are required to provide ACHE with annual financial statements.

Education for Chapter Leaders Chapter Service Center

ACHE Chapter Management Webinars:

Chapter Management Webinar Series and Program Rosters – Provides a calendar of upcoming webinars, a link to register and a roster of who is registered for each webinar. Topics include engaging early careerists and senior-level healthcare executives, organizing advancement study groups and conducting educational programs.

Chapter Management Self-Study Programs – These self-directed programs allow you to listen to the narrator and view all of the slides on a particular topic. Topics include sponsorship, financial management, website assistance and Category I education.

Chapter Leaders Conference:

Information – General information about the annual conference that occurs in the fall. Handouts, presentation slides and other resources are available after the conference.

Registration – Contains the schedule and registration link for the annual conference. Registration is open approximately three months prior to the event.

Chapter Education Resources Chapter Service Center

Chapter Education For Members

Category I and II Education:

Chapter Education Manual – Provides the information to conduct Category I and II education programs, including requirements, submission forms for approval and reporting requirements.

Category I and II Data Forms – These forms need to be submitted for the program to be pre-approved for Category I and II education credits.

Panel Discussion Templates – Pre-approved program topics for Category I education. Various topics, faculty to use and handout material are provided.

Category I Sign-In Sheet and Program Evaluation Form – Sign-in sheets and program evaluations needed to be returned for attendees to receive Category I credit.

Chapter Education Program Reporting:

Event Submission Tool – Enter the information on the Category I and II education programs and chapter networking programs for chapter performance standards.

Chapter Event Report – Your Chapter – Check the chapter programs that have been submitted and update any information on the programs already submitted.

Event Registration (Eventbrite) – Vendor that sets up event management and registration for the various chapter programs.

Audio/Web Conference Vendor (Arkadin) – Vendor that provides the service of assisting chapters to conduct education programs using webinars or audio conferences.

Chapter Communications Resources

Chapter Service Center

Materials and Services Requests

If you wish to request the display unit, a speaker, or brochures and materials, click on the appropriate link and complete the form.

Preferred Vendor Programs

ACHE has developed a relationship with certain vendors to help with chapter management issues.

Event Registration – Our vendor Eventbrite will allow you to set up online event management and registration.

E-Newsletters (CommPartners) – Provides a software platform to create, publish and distribute a quarterly newsletter to your members.

Audio Conference/Web Vender (Arkadin) – Provides audio and web conferencing capabilities for chapter meetings and educational programs.

ACHE Company Store – Offers recognition and promotional products with ACHE logo and your chapter logo.

Chapter Broadcast Query Tool

If you wish to request an e-mail broadcast to your members or specific sub-group of your chapter, click on Chapter Query/Broadcast E-mail Tool. The Terms of Usage agreement will appear on the screen. After reading it, click on I Agree.

Option 1 – Allows you to search for a predefined group. In most cases you will select “All people on my contact list.”

Option 2 – Allows you to request search help from your regional director if there is a group that is not listed in Option 1.

If using option 1, select the predefine group you wish to target. After the system pulls the list you selected, press Continue and follow the instructions. There are boxes to enter the subject line, the text and e-mail address of the sender. You may copy and paste your text into the box. There also is a box to upload any attachments such as a flier and another box to add any instructions. For example, please let us know how often and when you would like to schedule your broadcast. Also, if you have multiple attachments, indicate this in the box and e-mail the additional attachments to your regional director. After you have added all of the information above, please review it and click on Finalize Request.

Chapter Membership Chapter Service Center

Talking Points for ACHE Membership:

Use these talking points to explain the benefits of ACHE membership

Talking Points for ACHE membership – Potential Members – Lists key benefits to encourage a potential member to join ACHE.

Talking Points for ACHE membership – Trustees – Lists key benefits to encourage trustees or senior-level healthcare executives to join ACHE.

Talking Points – Condensed Version – Elevator speech or abbreviated version of the talking points above.

Chapter Roster Tool - Provides access to a downloadable Excel spreadsheet of your members, nonmembers, ACHE opt-ins, emeritus members and chapter leadership. The nonmember mailing list may be populated by your chapter to include potential members and those who you want to invite to educational programs. ACHE opt-in members are ACHE members who reside outside of your chapter's geographical area but have requested to be included on your mailing list.

Recruitment and Retention Assistance - A manual that helps you develop a strategy and an action plan for recruiting new members and retaining your existing members.

Chapter Recruitment and Advancement Report - Provides a list of new Fellows, members who recently passed the Board of Governors Exam and new members of your chapter.

Advancement to Fellow - A PowerPoint presentation that details eligibility and requirements for advancing to Fellow. The presentation is ideal to use during an Advancement Information Session.

Chapter Dashboard Report - Tracks chapter activity by providing information on the Corporate Performance Objectives, which track membership and advancement, the strategic categories for ACHE, and tracks activity for the ACHE Chapter Management and Awards Program.

Chapter Volunteer Engagement Program Chapter Service Center

This section provides resources for recruiting and managing your volunteers. It also outlines our volunteer engagement program, which is offered on an annual basis in the fall.

Volunteer Engagement Program – Lists four simple steps on how to participate in this program. Regional Services provides assistance by surveying volunteers, helping with orientation and providing a list for you to follow up with and engage new chapter volunteers.

Volunteer Management Resources:

Volunteer Manual – A series of checklists and practices covering six different areas of volunteer management including: recruitment, orientation, management, recognition, recycling and programs for specific audiences.

Approaching Volunteers – Additional resources and links for recruiting and managing volunteers.

Creating a Fun Environment– Cynthia D'Amour has a fun creative approach to volunteer management. Find out more by checking out her website, The Chapter Leaders Playground (<http://www.chapterleadersplayground.org>).